CITY OF BURBANK

PERMIT TECHNICIAN

DEFINITION

Under general supervision, to perform responsible technical work in the review, processing, and issuance of construction permits; and to do related work as required.

ESSENTIAL FUNCTIONS

Reviews permit applications and plans for compliance with applicable codes; processes and approves permit applications and non-structural plans necessary for the issuance of construction permits; responds to customer inquiries related to permit procedures, policies, and public information at the permit counter, by telephone, or by electronic mail; calculates and collects fees; maintains logs of plans and applications submitted; files, routes, and tracks applications and permit documents to City departments and staff and coordinates with other regulatory agencies; notifies applicants regarding corrections and issues permits; performs records searches; composes correspondence; accepts and processes inspection requests; prepares statistical and other required reports and operates a computer workstation to input and retrieve information.

MINIMUM QUALIFICATIONS

Employment Standards
- Knowledge of - basic building construction methods; general building codes and related laws; basic zoning codes; basic mathematics as applied to the calculation of fees and building valuation; record keeping and practices; office procedures, methods and appropriate computer hardware and software, including but not limited the ability to proficiently use word processing, database, spreadsheet and presentation software.

- Ability to - communicate clearly and concisely, both orally and in writing; assess customer needs and make recommendations; assist in the design, delivery and evaluation of programs; proficiently use word processing, database, spreadsheet and presentation software; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: High School graduation or G.E.D. and: one year of experience in reviewing building permit applications and plans, or two years of public counter experience, or related building, design trade, or computer-related experience.

License & Certificates: Must obtain an International Code Conference (ICC) Permit Technician Certification within one year of employment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: A two-year college degree in a related field, or a computer-related field.